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CONFIDENTIAL AUG 30 1957

MEMORANDUM FOR: Deputy Director (Plans)

SUBJECT : Report on Overtime Worked and Leave Taken - Vouchered Employees -
31 March through 29 June 1957

1. Attached are the following:

- a. Table of overtime worked and leave taken 31 March through 29 June 1957. (Similar to those forwarded to you for prior periods.) (Tab A)
- b. Chart which presents for the Agency the first quarter of Fiscal Year 1955 as a base period for actual employment, overtime worked and sick leave taken, and indicates the deviation percentage-wise for each subsequent quarter to date. (Tab B)
- c. Similar chart for Plans Area. (Tab C)
- d. IBM run for your immediate office for same period. (Tab D)

Information has been furnished to each of the senior staffs and area divisions in the Plans Group.

2. The upward trend in overtime despite the increase in average employment in the Plans Area continues. The chart provided under Tab B has been prepared especially to point up this situation, and the following tabulation will indicate the percentage increase in cost in the fourth quarter Fiscal Year 1957 as compared to the comparable quarter Fiscal Year 1956.

<u>Quarter Ending</u>	<u>Average Employment</u>	<u>Overtime Hours</u>	<u>Cost</u>
6-30-56		56,292	\$187,320
6-29-57		67,606	226,861
Increase		+ 11,314	+ 39,541
% Increase		+ 20.0%	+ 21.1%

3. The overtime costs for the Plans Area Fiscal Year 1957 through the fourth quarter total \$876,338, an expenditure of \$112,075 in excess of the amount budgeted for the fiscal year.

Signed

L. K. WHITE
Deputy Director
(Support)

Attachments
BD/COMP/CNM/HDM/caj (22 August 1957)

Distribution:

Orig. & 1 - Addressee

1 - DD/S (Signer's copy)

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2 - Budget Division

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